



## **JOB DESCRIPTION:**

### **PROGRAM FACILITATOR**

**Period of Contract:** As needed

**Amount of Time:** Part Time (10-30) hours/week

**Salary:** \$10/hour

This job involved organizing staff, youth and volunteers. It includes the responsibilities directly related to the education of youth in social skills and to the social aspects of the Open Roads program. All tasks require an expert knowledge of social skills, understanding of behavior, and a demonstrated ability to work with children.

#### **Responsibilities:**

- Organize participants and materials for all Open Roads programs
- Ensure that all participants and volunteers understand their role and are comfortable in programs.
- Ensure all materials are present at time of program
- Document attendance and participation
- Support social skills instruction to youth
- Support Mechanic Skills instruction to youth
- Support Open Roads behavioral expectations: Respect, Own your actions, Attitude matters, Discipline, Safety
- Assist in organizing workshop space.
- Orient selected Open Roads participants to assist in bike repair and maintenance
- Oversee the youth and work done by participants and volunteers
- Fundraising: Assist in preparation of bikes to sell, and inspect all that are sold before leaving the Open Roads workshop